

**Minutes of a Meeting
of the**

ADMINISTRATION COMMITTEE

DuPage Water Commission
600 E. Butterfield Road, Elmhurst, Illinois

January 19, 2023

Commissioner Healy called the meeting to order at 6:16 PM.

Commissioners in attendance: J. Broda, J. Healy, K. Rush, J. Zay (6:19PM)

Commissioners absent: None

Also in attendance: P. May, D. Mundall

Commissioner Healy called the meeting to order at 6:16PM and did a visual roll.

Commissioner Broda moved to approve the Minutes of the November 17, 2022 Administration Committee Meeting, seconded by Commissioner Rush, unanimously approved by a voice vote. All aye, motion carried.

Commissioner Rush made a motion to approve Resolution R-3-23, A Resolution suspending the purchasing procedures and authorizing the execution of a consulting Agreement with ITSavvy, LLC for IT Network Managed Services at an annual cost of \$54,298.80. Seconded by Commissioner Broda, unanimously approved by a voice vote. All aye, motion carried.

No Old Business was offered.

Under New Business, General Manager Paul May updated the committee on the new organizational chart. General Manager May provided a review of the HR Assessment Report produced by consultant, Sikich. The report provides a matrix of recommendations which were reviewed with the committee. Commissioner Rush asked for additional information regarding the priority of the recommendations and staffing capabilities to perform the recommended activities. General Manager May reported that nearly all of the high priority items were underway or complete, and that many of the lower priority items are underway as well. Staff is utilizing Sikich to assist with advancement of the recommendations, including assistance with preparing documents such as updated policies and standardized forms.

A motion to adjourn was made by Commissioner Broda, seconded by Commissioner Rush. All aye, motion carried.

The meeting was adjourned at 6:28 PM.